DOCUMENT RESUME

ED 123 941 HE 007 213

TITLE	Faculty Handbook. Hollins College.
INSTITUTION	Hollins Coll., Va.
PUB DATE	Jan 71
NOTE	62p.
EDRS PRICE	MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS	Academic Freedom; *Administrative Policy; Ancillary Services; *College Faculty; Educational Philosophy; Faculty Organizations; Governance; *Higher Education; Job Tenure; Noninstructional Responsibility; *Personnel Policy; *Private Colleges; Research
IDENTIFIERS	*Faculty Handbooks; Hollins College

ABSTRACT

The Faculty handbook for Hollins College outlines the college's policy on academic freedom. Additionally the document discusses the organization of the faculty and governance, promotions and tenure; faculty responsibilities; faculty research and professional activities; retirement plan, insurance and tuition; major academic regulations; and facilities and services for faculty. (JMF)

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FACULTY HANDBOOK

Hollins College

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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January, 1971

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Section A

ACADEMIC FREEDOM

Academic freedom is an integral part of the life of Hollins. The Board of Trustees has formally endorsed the statement of principles set forth by the American Association of University Professors in 1940, and the President has stated that Hollins' policy is in full accord with this statement. It reads as follows:

a. The teacher is entitled to full freedom in research and in the publication of results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

b. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to this subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

c. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all timesbe accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

College Policy on Political Activity
(Approved by the Board of Trustees, October 17, 1970)

1. Hollins College is a community of scholars engaged in evaluating, communicating, preserving and enlarging mankind's store of knowledge.

2. It is contrary to the purposes and interest of an educational institution to permit itself to be used as an instrument of political action. By its nature, the college shelters and presents a diversity of opinions. Furthermore, its freedom from political control rests on the assumption of its social and political objectivity.

3. Hollins College recognizes and cherishes the right of dissent by individual members of the community as one of the fundamental democratic freedoms.

4. In exercising his right of protest, the individual member of the Hollins community must always bear in mind his special responsibility to the institution:

   a) For faculty members, these obligations are set forth in the 1951 statement on Academic Freedom issued by the American Association of University Professors, and are adhered to by this College. (See page A-1 above)

   b) Students enjoy equal rights as citizens, and therefore equal obligations to make it clear that they speak for themselves and not for the institution, and to speak and act responsibly at all times.

5. Freedom from disorder is essential to the right of dissent. Hollins College welcomes peaceful and orderly protest, but it will not tolerate interference with the rights of others, obstruction of normal activities, threats of coercion, violence, or destruction of property.

6. Normal academic schedules will not be suspended except for reasonable cause as determined by the President or his designated representative, after consultation with the Hollins community.

Section B

ORGANIZATION OF THE COMMUNITY GOVERNMENT

The College Legislature

The College Legislature is the legislative body of the Community Government and consists of faculty, administration, alumnae and students. All teaching members of the faculty are members of the legislature. Administrative personnel whose membership the President deems essential to the fulfillment of their duties shall be members of the legislature. Two members of the Alumnae Association designated by the Association are members. And students comprise 25 per cent of the total membership selected in a manner determined by the Student Government Association. Other citizens of this community, although not members of the legislature, may speak in the legislature.

The principal responsibility of the College Legislature is the formulation and implementation of academic policy. The College Legislature discharges this responsibility under the authority of the Board of Trustees. Major changes in academic policy initiated by the College Legislature require the concurrence of the Board. In other matters legislative action is final although subject to review by the Board. In fulfillment of these general responsibilities and subject always to review by the Board, the College Legislature prescribes requirements for admission, courses of study, conditions for graduation, and procedures for the conduct of academic work and for the support and encouragement of the religious life of the College. It may also establish regulations governing student activities, including publications, athletics, and student organizations.

The President, and in his absence, the Dean, presides at meetings of the Legislature.

Detailed agenda, including motions to be made by committees and motions to be entertained as new business, are circulated to the legislature and posted for the non-voting members of the community at least three full teaching days prior to the day of the Legislative meeting. Matters not on the agenda may be considered by two-thirds vote of the membership of the College Legislature present and voting.

The Faculty

The Faculty consists of Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, as well as the President, the Deans, and those members of the Administration for whom in the judgment of the President faculty status is necessary to their work. All members of the faculty, including visiting faculty members who carry teaching duties for as much as a term, have the privilege of voting at faculty meetings. The President of the College may invite other members of the College community to attend faculty meetings and to participate in the discussions.

The Faculty alone approve the awarding of degrees and may meet at its discretion to discuss matters of specific interest to the faculty and for the consideration of resolutions.

The President, and in his absence, the Dean, presides at meetings of the Faculty.

Roberts Rules of Order govern proceedings in faculty meetings except where the by-laws of the faculty provide otherwise.

Faculty Committees

Much of the administrative work and policy-making responsibilities of the Community Goverment is initially undertaken by committees. Committees act in the name of and are responsible to the College Legislature, possessing only such powers as are laid down in the articles of government of the College or specifically assigned by the College Legislature. Exceptions to this general rule are those committees which are specifically responsible to the faculty or to the Student Governement Association.

The President is a member ex-officio of all college committees except the Committee on Conference with the Trustees. Standing Committees of the Community Government are listed below. Their current membership will be found in the Catalogue or in the Hollins Index.

1. Committee on Academic Policy

   a. Function:

      (1) To consider matters of general educational policy and to make recommendations to the faculty.

      (2) To recommend to the President possible extensions of academic work, establishment of new departments, essential changes in existing departments, and relations among departments.

      (3) To recommend to the faculty the introduction of new courses and extensive revisions of existing courses.

   b. Composition: The Dean of the College, as chairman, the Associate Dean for Student Academic Affairs, two members of the faculty from each Division chosen by Divisions, three members of the faculty elected at large, and seven students chosen as determined by the Student Government Association.

c. Terms of elected faculty members: Three years, overlapping terms. No elected member may serve more than two consecutive terms. The member must have been in service at Hollins one full academic year at the time of his selection.

2. Committee Advisory to the President

a. Function: To serve as liaison between the faculty and students, on the one hand, and the administration on the other and between faculty and students; to advise the President on college policy concerning the College budget, planning, faculty personnel matters, student affairs, and any other matters affecting the College; to convey concerns of the community to the administration and vice versa; and to report to the community whenever necessary and at least once a year on matters which it has discussed with the administration. The Committee meets at least twice each academic year. Meetings may be called by the President or by the Chairman of the Committee who is elected by the Committee from among its members.

The faculty and student groups may meet separately when they desire but each shall so notify the other, and the President may call either group separately but shall so notify the other.

The faculty members who are on tenure shall alone advise the President on specific questions of tenure and appointment.

b. Composition: Five tenured teaching members of the faculty with the representative from each division chosen by the entire faculty by preferential ballot and three non-tenured teaching members from different divisions chosen by the non-tenured faculty by preferential ballot. The eight student members are chosen as determined by the Student Government Association.

Members of the Academic Policy Committee are eligible to be elected to this committee. Faculty who teach half-time or more and who hold instructor or professorial rank are eligible to vote in the election of the faculty members.

c. Term: The term of the faculty members is for two years. No faculty member may serve consecutively more than two terms on this committee.

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A non-tenured representative who becomes tenured while serving on this committee resigns and a replacement is elected by the non-tenured faculty to fill out his term of office. Faculty expected to go on leave during a term of office are ineligible to election to the Committee for that term.

3. Committee on Conference with the Trustees

   a. Function: To promote mutual understanding and cooperation between the faculty and the Board of Trustees, and, to that end, to consider questions of an educational character or any other questions affecting the general welfare of the College.

   b. Composition: Two faculty members each from the Committee Advisory to the President and the Committee on Academic Policy designated by the respective committees.

   c. Term: There is no specified term of office.

4. The Graduate Council

   a. Function: To supervise the administration of the graduate programs including the admission of students, the recommendation of candidates for graduate degrees, and general educational policy bearing on present or proposed graduate programs.

   b. Composition: The Dean of the College, as chairman, the chairmen of departments offering graduate programs leading to the degree of master of arts, the chairman of the department of statistics, and three members of the Committee on Academic Policy designated by that Committee.

5. Committee on Committees

   a. Function: The Committee shall consider policies relating to the committee structure of the College. The faculty members of the Committee nominate the faculty members of the committees of the College. The student members nominate the student members of the committees of the College and supervise elections of the student members of the College Legislature.

   b. Composition: Five members of the faculty and five students. The five members of the faculty must be of professorial rank and have been at Hollins for at least three years.

c. Term: The term of the faculty members is two years, overlapping. The term of the student members is as determined by the Student Government Association.

6. Committee on Admission

a. Function: To consider undergraduate candidates for admission to the College, to exercise general oversight of the policies necessary for that purpose, and to advise the Admission Office on matters relating to recruitment of applicants.

Individual cases shall be considered only by the faculty members of the Committee.

b. Composition: The Director of Admission as chairman, the Dean of the College, the Associate Dean for Student Academic Affairs, two teaching members of the faculty appointed by the President, two teaching members of the faculty elected by the faculty and four students designated in a manner determined by the student members of the Committee on Committees.

c. Term: For elected faculty members, three years, overlapping.

7. Committee on Faculty Research and Travel Fund

a. Function: To administer the Faculty Research and Travel Fund provided in the College budget and to make grants for these purposes.

b. Composition: Four teaching members of the faculty of professorial rank, one from each division. Designates own chairman.

c. Term: Two years, overlapping.

8. Committee on the Constitution

a. Function: To keep in current condition the articles of government, the lists of standing committees of the community, and the rules and by-laws of the legislature.

b. Composition: Three members of the faculty and three members of the student body. The committee chooses its chairman.

c. Term: For the faculty members, three years, overlapping.

9. Committee on the Library

a. Function: To serve as liaison between the community and the library staff, to consider and recommend to the library staff policies as they pertain to the academic work of the College, and to apportion among the several departments appropriations for books and periodicals.

b. Composition: The Librarian as chairman, the Dean of the College (ex officio), the Assistant Librarian, four teaching member of the faculty, one from each division, and four students.

c. Term: Faculty members, two years, overlapping.

10. The Committee on Religious Life (Joint Faculty-Student)

a. Function: To consider all phases of the religious life of the College, to advise the President and to work with the Chaplain in developing the Chapel programs, and to serve as a channel of communication between the faculty and the student religious leadership.

b. Composition (faculty): The Chaplain (ex officio), the organist-choirmaster (ex officio), a member of the administration designated by the President, and five teaching members of the faculty.

c. Term: Faculty members, two years, overlapping.

11. Committee on Scholarships and Student Aid

a. Function: To receive and consider applications for scholarships and student aid, and after consultation with heads of departments and faculty members who know the applicants, to make awards; to oversee policies in this regard.

b. Composition: The Dean of the College as chairman, the Director of Admission, the Associate Dean for Student Life, three teaching members of the faculty and three students.

c. Term: Faculty members, three years, overlapping.

Organization of

Departments and Divisions

Duties of Departmental Chairmen

The chairman shall be the executive officer of his department and is charged with carrying out the policies of the department as well as those of the faculty and the College. He shall be responsible for (a) the administration, correspondence and records both curricular and personnel of the department; (b) the programs of individual department members and their course assignments; and (c) the general supervision of the department, especially the observation and guidance of members of the instructional staff.

The chairman shall have authority to initiate both action and policy recommendations concerning departmental affairs. He shall preside at meetings of his department. He shall represent the department before the faculty and administration. He shall prepare annually the tentative departmental budget and shall transmit it to the President through the Dean of the College.

The chairman of the department bears the responsibility for recommending to the administration additions to or changes in his departmental staff; if these are approved he will make recommendations to the faculty, accompanied by a full description of the candidate's qualifications. The chairman is also responsible for recommending members of his department for leaves of absence, for reappointment or for promotion. Every such recommendation will be accompanied by a full report in writing on the candidate's qualifications in terms of the criteria listed in the sections of this handbook dealing with Appointment and Tenure, and Leaves of Absence.

Appointment of Departmental Chairmen

Chairmen of departments are appointed by the President. Ordinarily only full-time faculty members holding the rank of professor or associate professor will be eligible for appointment to the chairmanship. In making appointments, the President will give due consideration to the recommendation of the members of a department, which may be presented to him in writing collectively or individually if faculty members so desire.

Appointments to departmental chairmanships are normally made for a term of three years. An interruption of tenure because of a leave of absence or protracted disability requiring the appointment of an acting chairman will be considered terminal and reappointment will be on a term basis. Appointments may be ended before the expiration of the term at the discretion of the President.

Appointment of acting departmental chairmen will follow the procedures outlined above and will be made on an annual basis.

Duties of Divisional Chairmen

The chairman shall be the executive officer of the Division and shall advise the President on matters concerning divisional policies and personnel. He shall be responsible for the administrative work of the Division and shall preside at meetings of the Division. He shall represent the Division before the faculty and the administration. He shall prepare the tentative divisional budget, if one is needed, and transmit it to the President through the Dean of the College.

Appointment of Divisional Chairmen

Chairmen of Divisions are appointed by the President normally for a term of three years. There is no restriction on the number of terms to which a chairman may be appointed. In making appointments, the President will consider the written recommendations of members of the Division. Ordinarily, only full-time faculty members with the rank of professor or associate professor will be eligible for the chairmanship. Appointments may be ended before the expiration of the term at the discretion of the President. Appointment of acting divisional chairmen will follow the procedures outlined above and will be made on an annual basis.

Section C

APPOINTMENTS, PROMOTIONS AND TENURE

The College's policies on faculty employment, promotion, tenure and privileges arise from its basic purpose as a college of liberal arts. In general this is the pursuit of truth and of excellence. Specifically, it obliges the faculty, on the one hand, to make its own contributions, severally or collectively, to the preservation and enlargement of mankind's common store of knowledge, and on the other, to impart it to successive generations of the College's students. It is understood that every person receiving appointment to the faculty of Hollins College accepts and supports the statement of the College's purposes passed by the faculty in 1963 and printed in the Catalogue.

Primary Criteria Governing Appointment and Promotion

The primary considerations bearing on the decision to appoint or promote a member of the faculty are as follows:

1. Teaching. The most important responsibility of a member of the Hollins College faculty is good teaching. To discharge this responsibility the faculty member must be able by precept and example, both in and out of the classroom, to arouse the intellectual curiosity of the students, to transmit knowledge to them, and to assist them in developing skill and mastery of their subject matter. Popularity with students is not necessarily the criterion of good teaching; the teacher's performance will also be measured by the observations of his colleagues and of the senior members of his department, by general reports received by officers of the administration and by the performance of his students both while they are at Hollins and afterwards.

2. Scholarship. Faculty members are also expected to show scholarly promise and performance. This is so not only because the purposes of the College include the advancement of knowledge but also because sound scholarship is the most important foundation of sound teaching. Scholarly research and publication provide an objective measure of that continuing intellectual vigor and growth which are the basis of excellence in teaching; the College

will, however, not ignore other evidence of such qualities, among which are included a faculty member's activity and standing in professional societies and other professional endeavors, any special recognition granted him by his peers and the quality of individual performance in the fine arts or in other fields where there is a relationship between performance and professional development.

Other Considerations Influencing Appointment and Promotion

Excellence in a faculty member often manifests itself in spheres outside strictly academic or professional pursuits. The following considerations, while not decisive, have some weight in appointment and promotion of faculty members when they are relevant.

1. Service to the College. The effective operation of the College requires that faculty members participate as fully as possible in its administration. Outstanding service by faculty members on this score will therefore be considered.

2. Community Service. Faculty activity outside the College community can contribute to the strength both of the community and the College, and can cement good relations between the two. Such service on the part of faculty members will be given due weight in appointment and promotion.

3. The Departmental Situation. The possibility of appointment or promotion to a given rank is conditioned by the grouping of ranks within any given department and by the pattern of distribution of rank in the faculty as a whole. Promotion and tenure therefore will depend not only on the qualifications of the individual but also to some extent on the availability of professional posts at any given time.

Qualifications for Appointment or Promotion to Specific Posts

Instructor. Appointment to the rank of Instructor assumes the completion of or substantial progress toward the Ph.D., or its equivalent. It also requires evidence of promise in teaching and in scholarship. Appointments in this rank are for terms of one year. Normally a person may serve no more than four years as

an instructor.

Assistant Professor. Appointment to the rank of Assistant Professor requires a record of successful teaching and professional activity at Hollins or elsewhere and evidence of promise beyond that ordinarily attained by an Instructor. Such appointments are for terms of two years unless otherwise specified. Usually a faculty member may serve in this rank no more than three terms. Under some circumstances, however, the President may recommend appointment in this rank for another term or with tenure.

Associate Professor. Appointment to the rank of Associate Professor from within the faculty carries tenure unless otherwise specified. Such appointment requires a substantial record of achievement both in teaching and in other professional activities. Appointments to this rank from without the College normally are made for a term not exceeding three years. In such cases reappointment will usually be made with tenure.

Professor. Appointment to the rank of Professor is with tenure unless otherwise specified. Such appointment is reserved for outstanding scholars and teachers who have received recognition in their professional fields.

Lecturer. Appointment to the position of Lecturer is made at the discretion of the President.

Faculty Contract

A letter from the President containing the terms of appointment is ordinarily sent to each member of the faculty shortly after the February meeting of the Board of Trustees. Faculty members are expected to accept the appointment in writing to the President within fifteen days. These letters constitute the contract between the faculty member and the College under the general rules to be found in the Articles of Government of the College.

Termination of Appointment

After their first year at Hollins College members of the faculty who are not to be reappointed at the expiration of their terms will be notified by the President not later than 15 December of the last year of their terms. Those in their first year at the College will be so notified by 1 February. Faculty members who do not expect to accept reappointment at the College should notify the President of this fact as early as possible, but in no case later than 1 February. In the termination of appointments of

persons holding tenure or of persons whose appointments are terminated before the expiration of their terms, where the principals are not in accord on the matter, the policy of the College follows the recommendations contained in the Statement of Principles on Academic Freedom and Tenure (1940) of the American Association of University Professors.

Departmental and Divisional Chairmen

Duties of Departmental Chairmen

The chairman shall be the executive officer of his department and is charged with carrying out the policies of the department as well as those of the faculty and the College. He shall be responsible for (a) the administration, correspondence and records both curricular and personnel of the department; (b) the programs of individual department members and their course assignments; and (c) the general supervision of the department, especially the observation and guidance of members of the instructional staff.

The chairman shall have authority to initiate both action and policy recommendations concerning departmental affairs. He shall preside at meetings of his department. He shall represent the department before the faculty and administration. He shall prepare annually the tentative departmental budget and shall transmit it to the President through the Dean of the College.

The chairman of the department bears the responsibility for recommending to the administration additions to or changes in his departmental staff; if these are approved he will make recommendations to the President on persons to be considered for appointment to the faculty, accompanied by a full description of the candidate's qualifications. The chairman is also responsible for recommending members of his department for leaves of absence, for reappointment or for promotion. Every such recommendation will be accompanied by a full report in writing on the candidate's qualifications in terms of the criteria listed in the sections of this handbook dealing with Appointment and Tenure, and Leaves of Absence.

Appointment of Departmental Chairman

Chairmen of departments are appointed by the President. Ordinarily only full-time faculty members holding the rank of professor or associate professor will be eligible for appointment to the chairmanship. In making appointments, the President will

give due consideration to the recommendation of the members of a department, which may be presented to him in writing collectively or individually if faculty members so desire.

Appointments to departmental chairmanships are normally made for a term of three years. An interruption of tenure because of a leave of absence or protracted disability requiring the appointment of an acting chairman will be considered terminal and re-appointment will be on a term basis. Appointments may be ended before the expiration of the term at the discretion of the President.

Appointment of acting departmental chairmen will follow the procedures outlined above and will be made on an annual basis.

Appointment of Divisional Chairmen

Procedures for the appointment of Divisional Chairmen are the same as those for appointment of departmental chairmen.

Section D

RESPONSIBILITIES OF THE FACULTY

The responsibilities of a faculty member arise from the College's purposes as an institution of higher learning. Classroom teaching is only one of these responsibilities, although the most important one. In addition, a faculty member is obligated to maintain and advance his professional standing and to discharge such other duties, including administrative ones, as are appropriate to his rank and position. In a word, the faculty member in both his professional and his personal performance is expected to display the high standards for which the College stands and which it attempts to impart to its students.

The academic year at Hollins runs for nine months only, but each member of the faculty is considered nevertheless to have a full-time obligation to the College. It is expected therefore that he will devote himself during the summer months either to some program of research or instruction at the College or elsewhere or to some other activity calculated to improve his professional and scholarly competence. The means by which this may be done are, of course, a matter for the individual to decide for himself.

Outside Employment

It is understood that faculty members may undertake paid employment outside the College, such as occasional consulting appointments and service to professional societies or groups, and the College encourages such activities. They must, however, at all times, be consistent with the faculty member's obligation to the College and should moreover be such as clearly to contribute to or reflect his scholarly and professional standing. All outside remunerative employment undertaken during the academic year should be reported to the Dean of the College. It is understood that no faculty member will accept outside teaching duties during the academic year without the approval of the chairman of the department involved and the Dean. Any arrangement by a faculty member to do work for an outside employer which involves substanial use of the College's facilities must be approved by the President.

Absence from Class

A faculty member who finds it necessary to absent himself from a scheduled class is expected to report this fact in advance to his chairman and to the Dean of the College and to detail the arrangements he has made for carrying on classwork in his absence.

Attendance at College Functions

Members of the faculty are expected to attend all faculty meetings, Convocation at the opening of College, the Founder's Day Convocation and Commencement. Absence from Commencement must be approved by the Dean.

Academic dress will be worn at the opening convocation, the Founder's Day ceremony and Commencement. Faculty members who do not own their academic dress may purchase or rent it from the College Bookstore. Such arrangements should be made a week in advance.

Each member of the faculty is expected to be present during reading periods and examinations for as long as College duties require this attention. Office hours should be observed during these periods and the Dean must be notified if any member of the faculty intends to be absent during them.

Course Outlines and Examinations

Faculty members are expected to submit two copies of an outline for each of their courses along with a reading list to the Dean of the College at the beginning of each semester. Similarly, two copies of all final examinations should be deposited in the Dean's office. One copy will be filed in the Dean's office and, if the faculty member agrees, a copy will be filed in the Library and made available to students for a period of two years after filing.

Administrative and Academic Regulations

The administrative and academic regulations set down in Section G of this handbook have been established to assure the sound operation of the College. Faculty members are expected to follow them.

Section E

FACULTY RESEARCH AND PROFESSIONAL ACTIVITIES

The College provides a program of regular leaves of absence and encourages and assists faculty research and professional activities, in order to support the professional advancement of faculty members and to assist them in making their own contributions to knowledge.

Leaves of Absence

Sabbatical Leave

Members of the faculty on tenure may be granted sabbatical leaves for each six years of full-time service in tenure rank at the College. Such leaves are not cumulative. Time spent on leave of any kind will not be applied in computing the six years necessary to qualify for a sabbatical year, but under certain circumstances the College will consider applications for leave in cases where this requirement has not been fully met.

Sabbatical leaves are granted for an entire academic session at up to one-half salary. Requests for a leave of one term at up to full salary will be approved only in cases where they do not involve additional replacement costs; this means that a replacement can be secured for only the one semester that the faculty member is on leave.

Support received from outside sources will be taken into account in determining the salary and fringe benefits to be provided by the College.

Other Leaves

The College encourages members of the faculty to seek grants from outside sources in support of scholarly or professional efforts, and it will at any time consider an application for a leave of absence necessary for such an undertaking. In some cases the College will arrange salary allowances to enable individuals to accept such grants.

Other leaves of absence may be granted at the discretion of the Board of Trustees. However, the policy of the College does not allow for leaves of absence with salary for faculty members desiring to complete the requirements for advanced degrees.

Procedures

Applications for leaves should be made to the Dean of the

College, in writing, no later than November 1 of the year prior to the year of the proposed leave. In unusual circumstances this condition may be waived. Such application should contain an outline of the program of study, research or professional activity proposed by the faculty member. All leaves are voted by the Board of Trustees on the recommendation of the President of the College.

General Conditions

Grants of leaves of absence are governed by four general conditions.

First, the purpose of the leave must offer clear promise of improving the professional, scholarly and/or teaching abilities of the applicant.

Second, in order to release a faculty member the College must have secured the services of a competent substitute or must be assured that the remaining faculty in the department or departments involved will be able to adjust their work to carry the basic teaching responsibilities of the individual who is granted leave.

Third, persons accepting leaves of absence with salary do so in the expectation of returning to the College at the completion of their leaves.

Fourth, upon completion of leave of absence faculty members are required to submit a report to the Dean of the College detailing the work done during the leave and the progress made toward the stated goals for which the leave was granted.

Grants

Faculty Research and Travel Grants

The Board of Trustees annually grants a $10,000 fund for faculty travel and research which is administered by the Faculty Committee on Research and Travel. Fifty percent of the fund is allotted for subsidy of faculty research and fifty percent for travel to professional meetings. Full coverage of travel expenses to professional meetings is limited to officers of the association or to those reading papers at major sessions. Preference is given to research projects which will be directly beneficial to teaching or which will be published.

Criteria

Each research grant is considered on its own merits. However, the size of the grant awarded any one individual is considered in relation to the number of grant applications accepted.

Travel grants are awarded in the following priority sequence:
Those invited to participate in major sessions (full expenses)
Officers of a professional society or association (full expenses)
Those reading major papers (full expenses)
Those reading short submitted papers (full expenses)
Those attending but not participating (half expenses)

Travel expenses are computed, when feasible, on a standard rate as follows:

Transportation: First-class railroad fare, round-trip from Roanoke
Round-trip air fare, including limousine service
Round-trip by car at 9¢ per mile. Mileage will be determined by the standard AAA mileage chart from Roanoke.

Hotel and Meals: $20 per day

Registration fee: total

A maximum of $400.00 per individual per trip may be granted.

Applications

In applying for a research grant one should submit a detailed letter describing the project and itemizing the funds needed, including a statement of funds available from other sources. Travel for the purpose of research should be requested from Research Grant funds. In applying for a travel grant one should complete a Request for Travel Grant form in duplicate. Applications should be sent to the divisional representative on the Faculty Committee.

Deadlines

October 20 for research grants for the year and for travel grants through February. Applications for travel later in the year may also be submitted if definite plans are known.

January 22 for travel grants for the second term. Additional applications for research grants will be considered if money is still available.

April 1 for summer research and travel grants, to be made from the budget beginning July 1. Later applications will be considered if funds are available.

Reports on Grants

A report of the money spent on travel should be sent to the committee chairman upon completion of the trip. Reports on the use of research grant funds are due by the end of the year. Each report should document all expenditures and any portion of a grant that is not expended should be returned to the Research and Travel Fund. Permanent equipment purchased under a research grant becomes the property of Hollins College.

Ford Foundation Humanities Program Grants

The Ford Foundation Humanities Program Committee, headed by the Dean of the College, annually appropriates $25,000 for research, study or travel in the field of the humanities. Members of Division I, Division IV and the Department of History are eligible for Ford Grants.

Criteria

Ford Grants are available for leaves of absence to faculty members not eligible for the College sabbatical program, for special stipends for summer and longer term research and study, and for travel and research.

Applications

Forms from the Dean's office should be filled out and returned to the Dean.

Deadlines

April 1 for grants for the coming academic year.

October 20 for additional applications for the current academic year, if funds remain available.

Reports on Grants

A complete report should be made to the Dean regarding the work accomplished by the grantee. The reports should document the expenditures.

College Science Improvement Program (COSIP)

COSIP grants are available to members of Division II and of Division III with the exception of the departments of history and education. Faculty members should contact their department heads for detailed information and make application to the Assistant to the President.

Research Grants from Outside Agencies

The College seeks in every way to encourage and support faculty members in getting research grants from outside agencies in cases where the work involved is clearly consistent with the College's purposes. From the point of view both of the faculty and the administration it is important that sound procedures be established and followed in this matter. In this way the administrative officers of the College may better assist faculty members in obtaining grants while seeing to it that the interests of the College and of the granting agencies are preserved. Most granting agencies require such procedures.

All requests for outside grants should be directed to the President as the responsible officer in dealing with outside agencies both governmental and otherwise. Such proposals should be presented in draft form one month before the due date for submission to the grant authority. Only then will the President be able to consult the financial officers of the College and, where necessary, the persons requesting the grant.

It should be understood that most grants from outside sources are made to the College, not to individual persons. However, the individual faculty member is responsible for following the rules for administration of grants laid down by the agencies or foundations making such grants. This is especially important with regard to the indirect costs incident to such grants. It should be borne in mind that the allowance for indirect costs is not a gift, but rather a reimbursement to the College, which faces real, out-of-pocket costs in administering and supporting these projects. Grant recipients who exceed their direct costs budgets will not be permitted to divert indirect costs allowances to other uses.

Section F

RETIREMENT PLAN, INSURANCE AND TUITION

Hollins College provides its faculty a retirement plan, major medical insurance, group life insurance, total disability benefits insurance and an educational fund for faculty children. The College has also arranged for faculty on an optional basis a group Blue Cross and Blue Shield plan and group accident insurance.

Retirement

Retirement Age

Retirement age for Hollins' faculty and staff is sixty-five. Retirement takes place on 30 June next following the attainment of such retirement age. By vote of the Board of Trustees an extension of service beyond the normal retirement age may be made in unusual circumstances, but no such extension shall postpone retirement beyond the end of the academic year in which age seventy is attained.

TIAA and CREF Plans

The Hollins retirement plan is carried through the Teachers' Insurance and Annuity Association of America and the College Retirement Equities Fund. Every full-time member of the faculty is eligible to participate upon affiliation with the College; participation is required beginning with the fourth year of service. Each participant contributes to the nearest dollar an amount equal to five percent of his gross monthly salary, and the College contributes an equal amount. The participant's contribution is deducted from his monthly salary and forwarded directly with the College contribution to TIAA.

TIAA provides a guaranteed fixed dollar annuity at retirement. CREF, a separate corporation administered by TIAA, provides a variable annuity. CREF investments are made primarily in common stocks, and the plan functions much like a mutual fund; no specific amount is guaranteed at the time of retirement or subsequently.

The CREF retirement payments are revalued once each year. CREF provides the opportunity for growth, although it carries an element of risk, which is not the case with the TIAA annuity. A participant may assign none, 25 percent, 33 1/3 percent, 50 percent, or 75 percent of the total monthly premiums to CREF. Most participants carry 50 or 75 percent in CREF.

Each contract is the property of the individual participant. The rights in these contracts are fully vested; all premium accumulations, including those of the College, belong to the policyholder even if he leaves the employ of the College.

The plan includes the salary or annuity option which offers some faculty members the opportunity of reducing their salaries now so that current income taxes are deferred until after retirement. For example: a professor with a salary of $1,000 monthly decides he can forego $100 of current income each month in order to purchase additional annuity benefits. He executes an agreement with the College to reduce his salary to $900 monthly, with the College paying the released $100 to his fully vested annuity contract. The full $100 goes directly to the professor's annuity each month, with no current liability for federal income tax.

During sabbatical leave of absence, the College will continue contributions for one year, providing the participant does likewise. If a faculty member receives financial support from outside the College, the College's contribution will be adjusted proportionately.

During other leaves of absence, the College will not normally continue its contribution to retirement benefits; it is hoped that the participant will arrange to continue both his payments and those of the College so that the retirement plan may be uninterrupted.

Social Security

The College makes a contribution required by Federal law to each faculty member's Old Age and Survivor's Insurance account. Social Security benefits include not only retirement income and medicare, but considerable family income and disability insurance coverage for those under 65. For example: if the head of the family dies, each dependent will receive monthly support until the age of 18, or 21, if still in school.

Insurance

Major Medical Benefits Insurance

The College at its expense makes available to every full-time faculty member Major Medical Expense insurance administered through TIAA. The participant is expected to provide himself with the base plan such as Blue Cross-Blue Shield, or another plan acceptable to TIAA. If the faculty member has no such plan he will be required to pay an additional premium. The College has a group plan with the Blue Cross-Blue Shield, which a faculty member may join.

Faculty members are urged to read carefully the pamphlet issued by the business office entitled "Major Medical Expense Plan." This gives full details on coverage and administration. For a small monthly fee the individual may have coverage extended to members of his family.

During sabbatical leaves of absence the College will continue the premiums on Major Medical coverage, and the individual may continue his dependency coverage if he desires. For other types of leaves the individual may continue his Major Medical policy by payment of the full premium.

Group Life Insurance

The College carries a life insurance policy for each full-time faculty member which provides benefits equal to his basic annual salary to the next higher multiple of $1,000 if not already such a multiple. The amount of coverage will, of course, change as the salary changes. The College pays the cost of the premium. The amount of this insurance is paid upon the death of the insured. Coverage ceases when the individual leaves the employ of this College.

Coverage will continue when the faculty member is on sabbatical leave of absence, but not on other leaves, unless paid for by the insured.

Total Disability Plan

The College at its own expense makes available to every full-time faculty member, after one year's service, a policy covering total disability. This provides for monthly income benefits and a waiver benefit of TIAA-CREF annuity premiums in case of disability. Details of the plan may be secured from the Treasurer's office.

Tuition Plan for Faculty Children

The College will assist members of the faculty in meeting the costs of a college education for their children, subject to the following conditions.

Grants will be given for attendance in courses leading to degrees at accredited college or universities for a period not to exceed four academic years. The children of full-time members of the faculty are eligible. The College will pay toward tuition either the tuition fee of the college attended or $1,000 whichever is the lesser.

A daughter of any full-time member of the faculty may attend Hollins as a day student without charge, if she meets the College's admission requirements.

Members of the faculty who intend to seek assistance under this plan should notify the Treasurer by 31 December of the year preceding the need.

Optional Insurance

Other coverages available to Hollins College staff members include group accident insurance and Blue Cross and Blue Shield. The Treasurer of the College can give complete details on each of these plans.

In addition, any faculty member under the TIAA plan may participate in any of the various TIAA life insurance programs. He may write directly to TIAA or see the Treasurer for more information. Under all of these plans, it is understood that the participant is individually responsible for all payments.

Section G

MAJOR ACADEMIC REGULATIONS

The most important regulations governing academic requirements as they bear on the undergraduate of the College are covered in the current issue of the Student Handbook, a copy of which is distributed to all faculty members at the beginning of each academic year. In addition, the official description of the curriculum and of academic administration is contained in the Hollins College Bulletin, Catalogue Issue. It is understood that faculty members will acquaint themselves with these documents and abide by the regulations therein.

A card file of Faculty Rulings on academic matters is maintained in the Office of the Dean of the College. This file is kept in current condition and covers the whole range of such rulings. Members of the faculty having questions on such matters may consult that file, or the Dean. Where specifically stated the Dean or the Associate Dean for Student Academic Affairs may in unusual cases make exceptions to some of these rules.

The following pages list some detailed provisions which are of importance to the faculty but are not all included in the Student Handbook or the Catalogue.

Advising and Advanced Placement

Advising

Academic advising is carried out by faculty and administrative advisers. New students are assigned by the Dean to selected faculty who serve as advisers during the freshman and sophomore years, or until the student selects a major. When the major is chosen, the chairman of the department in which the student specializes will assign her an adviser in the department. Normally, the assigned department adviser will continue in that capacity until the student graduates.

Advanced Placement

A department may, at its discretion, grant college credit for an advanced placement course when a score of 3, 4, or 5 has been achieved on the College Board Advanced Placement Test. Departments may also require an additional examination before granting such credit.

Upon recommendation of the department within which the work has been done, any student successfully submitting an Advanced Placement examination for credit may also be exempt from the College distribution requirement in that area.

A department may give academic credit for a course for which there is no parallel in this curriculum in the light of:

1. The performance of the student on the examination;
2. The content and quality of the examination;
3. The standards and curriculum of the department; and
4. The quality of the work required for the degree.

Registration

A schedule of class meetings is listed in the current catalogue, and in the class index, a copy of which is given to each faculty member and student before the beginning of each semester. Changes in schedule from the hours or places listed in the index shall be arranged with the Registrar.

At the beginning of the term, each faculty member receives a grade card for each student enrolled in his classes. At the end of the term he reports student grades on these cards.

The normal student course load is four 4-credit courses per term. Students may take from 14 to 18 credits per term. Dean's permission will be required for a student to take fewer than 14 or more than 18 credits.

Adding and Dropping Courses

No student may add or drop a course without written permission to the Registrar from the student's adviser, or from the Dean.

No course may be added to a student's schedule after the second week of regular study in any semester. The Dean may allow exceptions to this rule for special reasons.

If a student drops a course after the end of the first four weeks of regular study in any semester, she will receive the grade "F" in that course. The Dean may allow exceptions to this rule for special reasons.

Auditing

A student must obtain the permission of the instructor in any course she attends as auditor. Audited courses will be noted on transcripts only if the student registers for the course during the first two weeks of a semester, and if the instructor notifies the Registrar at the end of the semester that such auditing continued throughout the semester.

Hyphenated Courses

Students who fail the first semester of a hyphenated course (see Courses of Instruction in the Catalogue) are not usually permitted to register for the second semester. A few departments have exceptions to this rule.

Summer School Work

Limitations on summer school work: no more summer school work than the equivalent of one 12-week term may be counted on the degree. Interpretation of the above is 16 credits, not the 18 permitted per term.

Regulations for Academic Work

In class work, quizzes, and papers as well as in examinations, students are expected to govern themselves according to the Honor System. Instructors should not accept written work from students unless it has been completed according to Student Government Association Regulations. Any questions of violation of regulations should be brought to the attention of the student concerned, who shall report herself to the Chairman of Honor Court. Further details on the Honor System may be found in the Student Handbook.

Course Preparation

Students are expected to spend, on the average, two hours of preparation per week for each hour of course credit. Thus a course giving three semester hours, credit should require six hours per week of preparation. But in laboratory courses giving four hours' credit, where the laboratory work itself is counted as one hour's credit, average students shall be expected to perform only six hours of outside preparation. No work for a course (including term papers, independent studies, and seminars) shall be submitted later than the end of the last class on the last teaching day of a term. Faculty may not grant students permission to finish their work at any later time. Exceptions to this rule may be made by the Dean.

Absence from Class

Students are expected to meet promptly at the designated class time. If the instructor is late, students in his class are expected to wait for 20 minutes past the time scheduled for the beginning for the class. When an instructor is unable to meet his class, he must notify his department chairman so that the class can be cancelled.

Students have full responsibility for making up work missed as the result of absence. When the absence is unexcused the instructor is under no obligation to assist a student in making up work.

No student who is absent from all classes more than four weeks may reenter classes without the permission of the Dean. The Dean in such cases shall consult with the instructors concerned, and only in exceptional cases will the student be allowed to carry a full program of courses.

Course Evaluation

There should be some college-wide practice of evaluation during each course. To this end it is felt that a study in the form of a questionnaire (where there is a class of sufficient size) or colloquy (in the case of smaller classes) should take place about three quarters of the way through the term. Where an evaluation form is used, the students suggest there be a discussion of the resulting information.

Special Equipment

Faculty members who wish to use special equipment in their classes should consult the Registrar in advance so that suitable room assignments may be made.

From time to time, a department may need to borrow furnishings and/or equipment belonging to another department for class use or for use by an outside speaker. In such cases, the chairman of the department needing the property should clear the loan with the head of the department which owns it. Once the loan is agreed on, the moving arrangements will be carried out by the Assistant Superintendent of Buildings and Grounds.

Tests and Examinations

Student Government Regulations

Faculty should examine the Student Handbook in order to be familiar with Student Government Regulations on tests and examinations. Students are required by the Honor System to abide by these regulations.

Tests

The date of a test must be given to a class at least one week in advance.

If a student's absence from an announced written test is unexcused, she receives an F without the privilege of making it up.

If her absence is excused by the Associate Dean for Student Academic Affairs, she may request permission from the instructor to make up the written.

A student who feels that she is unduly burdened by written tests should be referred to the Associate Dean for Student Academic Affairs, who will arbitrate the matter.

The instructor should normally be on hand at the beginning and end of a written test or examination.

Examinations

It is expected that at the end of each course there will be a final examination not exceeding three hours given at a time scheduled by the Registrar. Exceptions to this occur only if one of the following conditions prevails:

(1) A major term paper has been assigned.

(2) A major final report (in a seminar or independent work) is considered to replace the examination.

(3) A take-out examination is given by the instructor. In this case:

(a) The examination shall not be given out to students before the beginning of the examination period;

(b) The examination shall occupy not more than three hours' time to complete;

(c) It shall ordinarily be taken at the scheduled hour;

(d) It shall be due no later than the conclusion of the scheduled examination period or earlier than the time scheduled for it by the Registrar; and

(e) The take-out examination should not require preparation on the student's part in excess of that normally expected for a three-hour examination.

(4) An examination taken under the independent examination system under regulations outlined in the Student Handbook. Instructions regarding faculty responsibility under this system are made available prior to each exam period.

Examination Schedule

The Registrar shall make the examination schedule available to both faculty and students at least six weeks in advance. Faculty members may not give students permission to alter their examination schedules; changes in these schedules may be secured by the students according to the procedure given in the Student Handbook.

Examination Grades

The grade on the final examination, in those courses in which a final examination is given, shall not count less than 25% nor more than 60% of the term grade.

Re-examinations

Re-examinations for students given a semester grade of E shall be held not later than the registration week of the second semester following the one in which the grade was given. The date of such re-examinations shall be determined jointly by the instructor concerned and the Registrar, and advisement of the date set given the student at least one month in advance. Seniors with a second semester E shall be re-examined at a time determined by the Dean, who shall consult with the instructor and student involved.

Blue Books

Examinations should be written in the blue books available to the students in the Bookstore, or on forms submitted by the instructor. During the examination, blue books may not be taken from an examination room under penalty of re-examination or failure.

Copies of Examinations

Faculty shall send copies of all final examinations to be filed in the Dean's Office, and, if the faculty member desires, in the Library to be available to students in later years.

Grading System

Letter Grades and Their Meanings

A -- Conspicuous excellence in scholarship and learning at the undergraduate level.

B -- Competence in the attributes of scholarship; for example, in sustained and effective use of materials of the course, in independent thinking, in accuracy of knowledge, and originality. The grades of B+ and B- may be used if desired by the instructor.

C -- The minimum or acceptable standard of work for graduation. It involves attainment of familiarity with the content of the course, methods of study, and participation in the work of the class. The grades of C+ and C- may be used if desired by the instructor.

D -- Work which is passing but is below standard. It shows achievement of sufficient quality and quantity to be counted for graduation if balanced by above-average work in other courses. The grades of D+ and D- may be used if desired by the instructor.

E -- Conditional failure. A condition may be removed by examination, or otherwise, on the recommendation of the instructor. The grade of E becomes D on the record if the condition is successfully removed. The grade of E becomes F if, (1) the student elects not to take the re-examination, or other acceptable method of removing the condition, (2) the student fails the re-examination, or other acceptable method of removing the condition, or if (3) the student has not removed the condition by the beginning of the second semester following the session in which the E was incurred. Note: This grade may be used only for the Classes of 1971 and 1972.

F -- Failure without privilege of re-examination. This grade will be recorded on the student's permanent record, and the number of hours failed must be included in the total number of hours for which a C average must be achieved for graduation.

I -- Incomplete. Given for work which for good reason has not been completed at the close of the semester. An incomplete must be made up within the first thirty academic days of the semester following that in which it is incurred. If the work is not made up within that period, the grade of F shall be recorded on the student's record. Work in Physical Education is an exception to this rule and shall be arranged at the discretion of the Chairman of that department. The Dean, in consultation with the instructor concerned, may make emergency exceptions to the thirty day rule. Only in rare circumstances will the grade of Incomplete be granted.

There are only three valid reasons for an Incomplete. First, a medical excuse given by the college doctor; second, a personal emergency; third, academic conditions beyond the control of the student or the faculty member involved (e.g., equipment breakdown).

No Incomplete will be given without the approval of the instructor and the Office of the Dean. The Incomplete will be granted only upon the student's written application to the Dean. The student must first clear with her instructor her intent to apply for the Incomplete.

Automatic C -- This grade is given for some courses at Hollins and for work satisfactorily completed at other institutions. At Hollins, the grade is given for shorthand, typing, advanced physical education, and participation in choir. No more than 13 semester hours credit may be awarded to any student in automatic C courses taken at Hollins. There is no limit to the number of transfer credits of automatic C which a student may acquire. (Hollins Abroad credits are considered transfer credits in the interpretation of this paragraph.)

Pass/Fail -- A student is allowed to take as many as four courses on a pass/fail basis under the following conditions:

(1) No more than one pass/fail course may be taken in a single term;

(2) The pass/fail course must lie outside the major field; and

(3) The student must declare the pass/fail option at the time of registration of the course, and she must confirm it on the first day of class.

If an upperclass student has finished (or is finishing during the term in question) all major requirements, she may take a course in the major field, with the approval of her major professor and department chairman, under the pass/fail option. It is understood that the maximum allowable number of pass/fail options is still four courses.

Letter Grades and Their Merit Point Values

A = 4 merit points

B+)
)
B) = 3 merit points
)
B-)

C+)
)
C) = 2 merit points
)
C-)

D+)
)
D) = 1 merit point
)
D-)

F = 0 merit points

I = incomplete

Reporting of Grades

Mid-Term Grades

Faculty are required to report to the Registrar, before the middle of the fall term, the grades of any freshmen or transfer students who are doing failing or near-failing work. The Registrar shall, in the first two weeks of the term, notify the faculty of the exact date when such reports are due. Such reports should be made on mid-term grade cards, which are available in the Registrar's office.

Faculty are requested to report to the Registrar, before the middle of any term, the grades of any students doing failing or near-failing work.

Term Grades

Ordinarily, a grade is given at the end of each term for each course. This grade is recorded on the student's permanent record. However, year or "session" grades may be given in courses numbered 451, 452, 393, 394, 232; in a seminar; and for senior projects in which the work is of an individual nature and is continuous throughout the year.

Term grades whether complete or incomplete, should be reported to the Registrar on the class cards which the instructor receives at the beginning of each semester. These reports should be handed to the Registrar within three days of the last examination, excluding Sunday. The Registrar may request that the faculty report the grades of graduating seniors and honor students more promptly.

All term and session grades are announced to the student through the Registrar's Office. Students are allowed to enclose a stamped, self-addressed postcard, or stamped, self-addressed envelope with a card in it, in their examination books. The faculty will record any grades requested on such cards and mail them to the students. Faculty should not issue final grades to students by any other procedure.

Instructors giving failing grades in the first semester of a hyphenated course in which the second semester has the first as a prerequisite (see Courses of Instruction in the Catalogue), should note on the grade card that the student may not register for the second semester of the course.

Grade Changes

Requests from instructors for changes in grades may be approved or disallowed by the Academic Policy Committee without the need for subsequent referral to the faculty for action.

Withdrawal

If a student is found by Honor Court to be guilty of cheating in a course, the student will be withdrawn (WD on transcript) from the course unless there is reason to believe that such action is inequitable.

Unsatisfactory Grades

Faculty may report at any time to the Dean the name of any student doing unsatisfactory work. The student concerned will then be notified by the Registrar. Cards for reporting unsatisfactory work are available from the Registrar.

Majors, Courses and Course Requirements

Information on these subjects may be found in the current catalogue. The section headed "Requirements for the Bachelor of Arts Degree" is of special importance.

Majors

A student must declare her major by the end of her sophomore year and may declare it at an earlier time. The declaration of a major must have the signature of the student's academic adviser and the adviser in the major department, both of whom must approve the initially proposed major program. The College recognizes only one major per student. However, if a student fulfills the requirements for two majors, that fact shall be noted on her transcript.

College Major

The college major focuses the work of the student upon an idea, issue or problem dealt with in two or more disciplines. The courses required for the completion of this major will be selected in the light of a clearly defined interdisciplinary purpose. Procedures:

(1) In order to be eligible to pursue a college major a student must have achieved a B average (3.0 or above) in the term prior to the declaration of the major and a C+ cumulative average (2.50 or above) in all of her course work for the three terms immediately preceding the declaration of the major. This major must be declared no later than the close of the first term of the junior year.

(2) The central theme of the college major and the courses related thereto must be arranged with the advice and approval of at least two major advisers from different departments. Both the theme of the major and the program of courses must be approved by the Dean of the College. Any changes in the program of courses must have the approval of the major advisers and the Dean.

(3) At least eight courses above the first level and the composition of an acceptable thesis must be required for the completion of a college major.

(4) The student's transcript of record shall read: "College Major: (followed by a statement of the focus of the major)."

Independent Study

No student may take more than 4 hours of independent study in any semester. Exceptions to this rule may be made by the Dean.

Each department is required to draw up a list of standards and regulations for independent study in its own particular field. Instructors of independent study courses should consult these lists as to the kind and amount of work required, and the procedures for evaluating the work.

Summer Reading

A sophomore or junior with an overall C average, and a B average in the department in which she wishes to work, may, with the permission of the chairman of that department, and of the Dean, pursue a course of summer reading leading to an examination, or the handing in of a paper, in the fall. If the examination and/or paper thus produced is judged satisfactory by the department concerned, the student may receive two semester hours of credit. (Freshmen with an overall average of B are also eligible for this program.)

Hyphenated Courses

Those courses which are hyphenated in the catalogue (e.g., History 401-402) give no credit until the full year's work is completed. If the first semester is failed, the student in most cases, cannot take the second semester until the first has been made up. If the first semester is passed, and the second failed, no credit will be given for the first semester until the second is made up. If the grade of E is given in the first semester, and the grade of C or better in the second, credit may be given for the entire course, at the discretion of the indtructor, who must notify the Registrar.

Honors

Eligibility for Honors Work

Students who, at the end of five 12-week terms, have a cumulative merit point average of 3.0 in their total college work and a cumulative merit point average of 3.3 in their major, are eligible to apply for departmental honors work.

With the approval of the department concerned, a student may apply to the faculty through the Academic Policy Committee for an exception to the merit point ratio requirement.

Honor Students

Students who have averaged 3.40 or more merit points in the previous term are considered Honor Students.

Academic Probation

Students who make below certain merit point averages at the end of any semester, must be excluded from the College or placed on probation. These averages are: for Freshmen, 1.80; for Sophomores, 1.90; for Juniors, 2.00. Those students who may be placed on probation are those who fail two or more courses in one semester and those who, at the end of any semester, have a cumulative average lower than the probationary ratio given above.

The Dean circulates to the faculty at the beginning of each semester a list of the students on probation.

Any student who, at the end of her freshman year, is on probation, shall have her case reviewed by the Dean, who shall consult with the student's instructors and adviser. If the Dean concludes that the student cannot be expected to meet the demands of college work, he shall ask the student to withdraw from the College.

Any post-freshman who has been on probation for two successive semesters shall have her case reviewed by the Dean who shall consult with the student's adviser and instructors as necessary. Except in unusual circumstances, such a student will be asked to withdraw from College.

Removal of Probation

Normally, summer school work cannot count toward the removal of academic probation.

Waiving of Regulations on Graduation

A subcommittee of the Academic Policy Committee deals with requests for waiving of the regulations governing graduation. The procedure is the following:

(1) Presentation by department (every student has a right to ask this);

(2) Review and recommendation by Academic Policy Subcommittee on Student Academic Affairs;

(3) Action by Academic Policy, including recommendation concerning case; and

(4) Faculty action.

Each case is to be judged on its own merits.

Suspension of Students

No academic work missed by suspended students may be made up at Hollins College during the period of suspension. All absences caused by suspension shall be considered unexcused absences.

Courses dropped or not completed by a suspended student are recorded on her record in the Registrar's Office without grade penalty.

Making Up Work

If a student be suspended for a relatively short time, she should consult her instructor with regard to his estimate of her chances of passing the course with the missed work valued at zero. Should the instructor advise that in his judgment the course cannot be passed, and she concurs, she falls under rule #2. Should she wish to work on the course against the judgment of the instructor, she will be treated as any other student, but with the missed work valued as zero, and the established evaluation of the remaining papers, quizzes, and other work computed for her on the same basis as for the other students.

(The faculty voted to present a resolution to Honor Court that Hollins College considers matters of temporary suspension contrary to the best interest of academic advancement and that Honor Court abandon such a practice.)

Short Term

Incomplete Work

A student must make arrangements with her instructor and the Dean for the removal of a short term Incomplete. In effect, there is no difference between the procedures of finishing short term Incompletes and Incompletes during the two long terms.

Failure

A student who fails her short term will be placed on academic probation for the following 12-week term. Her short term failure must be made up by the first day of class of the following September.

Summer Short Term Work

All short term work is normally done during the scheduled short term. A student may for academically compelling reasons petition the Academic Policy Committee to be allowed to do a short term topic during the summer.

Freshmen Short Term Work

Freshmen are required to conduct their short term projects on campus or as a part of Hollins faculty-directed off-campus group program. Only the Short Term Committee may waive this requirement in a specific case.

Topics

Short term topics must be chosen in consultation with major advisers.

Colloquium

The Committee on Colloquium and Short Term approves the colloquia and colloquia descriptions in the Catalogue.

If substantially the same colloquium is offered more than twice within any four year period, approval of the faculty must be secured as in the case of any new course.

Field Trips

Approval

The Dean must approve any field trip, whether taken by a class or by an organization, which causes students to be absent from classes. An instructor sponsoring such a trip must announce the

date to the group concerned, and fill out and submit to the Dean the field trip form available in the Dean's Office, at least ten days in advance of the trip.

Students do not need permission from each of their instructors in order to attend approved field trips, nor do instructors need permission of other instructors in order to take students on approved trips. However, students are expected to inform their instructors when they will be absent on field trips. When permission is needed to change laboratory sections or similar engagements, students shall see the appropriate instructors at least one week in advance of going on the trip. As many of the field trips as possible should be scheduled for vacation periods.

The Associate Dean for Student Academic Affairs will post a notice on the bulletin board in front of Main Building giving for each compulsory field trip the dates and hours of departure and return and the names of students who are to participate.

Types of Field Trips

(1) Those that are directly related to the work of a given class.

(2) Those that are related to class work and also involve active participation by the students (e.g., trips to forums, conferences, sports days and concerts).

(3) Those which are not directly related to class work but in which students actively participate, as a public service (e.g., trips by the choir, choral club and dance group to appear on programs of colleges, and radio and television stations).

One field trip in any of these categories is allowed in each term for an academic course and one per year for an organization. An instructor may arrange two field trips per term for students in a course, provided that this will not oblige any student to be absent more than once from the same class or laboratory. No student may be required to go on a field trip which will necessitate her absence from class in a single course more than twice in a semester.

Costs of Field Trips

The costs of most field trips are borne by the students involved. However, some academic departments have a small budget for transportation on field trips. Such costs should be kept to a minimum. A small sum of special scholarship money is available for students unable to meet these costs.

College Exchange

Credit

A full program at the host institution is recognized as a full program at the home institution even if the credits or courses involved are less or more than might ordinarily be the case at the home institution.

Grading

Grades given by the host institution are accepted and recorded at the home institution at their face value. On the permanent record such work is preceded by a statement indicating that the work was taken at another college under the exchange program. Pass/fail options apply only if the home institution recognizes them.

Academic Regulations

The academic rules and regulations of the host institution shall ordinarily apply to a student studying under this program.

Course Approval

A student's program must be approved by the home institution, and no changes in that program may be made without the home institution's approval. The host institution, by accepting the student, assures the student enrollment in the courses in his approved program.

Students on this exchange program are considered fully enrolled at their home institution and may not be counted as part of the student body of the host institution.

Section H

FACILITIES AND SERVICES FOR FACULTY

College Housing

The College has limited housing available on the campus for rental by faculty members. It is understood that those who occupy campus housing do so at the convenience of the College. Campus life is enriched and enlivened by the presence of faculty members and their families, who are expected to contribute both to the educational program and the general life of the College. Application for campus housing should be made to the Assistant to the President. Those who rent are expected to abide by the "Terms of Agreement for College Housing" to be signed before moving in.

Maintenance

The College supplies general maintenance, repairs and replacements which arise from normal use of college property and equipment. All requests for maintenance service must be made in writing on service request forms available in either the Business Office or the Post Office lobby.

Athletic Facilities for Faculty Use

The College gymnasium, indoor swimming pool and tennis courts are open to faculty at specified times throughout the academic year and during the summer. Faculty should consult the chairman of the Department of Health and Physical Education for the specific times and regulations regarding these facilities. The outdoor swimming pool, located at the Hollins College Apartments, is open from early May through September. A nominal fee of $10 for an individual, $15 per couple, and $20 for a family, is charged to cover costs of cleaning, maintenance and replacing equipment. This should be paid to the Business Office.

Golf and bowling are available to faculty members off-campus at the Ole Monterey Golf Club and at the North 11 Bowling Lanes. See the Chairman of the Department of Health and Physical Education for locations and fees at these facilities.

Secretarial Services

Divisional Secretaries

Each academic division is assigned secretarial assistance to

type examinations, course material, departmental correspondence, and do other such college business. Each department chairman determines the ways in which the time allotted to his department will be used.

Secretarial Services Office

This staff is available for preparing materials relating to official college business and class work. When time and facilities permit, it will also assist faculty members in the preparation of scholarly or professional work, and work arising from situations in which faculty members are officers of professional or learned societies. However, college business always has priority. The office does not undertake personal secretarial services although the secretaries may be willing to do such work outside office hours.

Faculty departments and administrative offices which have secretaries on their staffs are requested to type all material to be presented to the Secretarial Services Office -- offset masters, duplicator masters, forms, etc. Material to be typed by Secretarial Services should be submitted in legible form (preferably typed) one week before the date on which it is required.

Each administrative office and each faculty departmental and divisional office is assigned a member of the Secretarial Services staff to perform back-up secretarial functions for the regularly assigned secretaries. They work directly with the staff of their assigned officesand departments. Wherever possible secretarial work should be channeled through the faculty department secretary, who will transmit it to her Secretarial Services counterpart.

Here are the assignments:

Mrs. Blanche Buterbaugh - Offices of the President, the Assistant to the President, the Dean, the Associate Deans, the Registrar, the Admission Director, the Financial Aid Director and the Science Division.

Mrs. Louise Lively - Offices of the Chaplain, the College Physician, the Humanities except the Classics and Philosophy and Religion, the Fine Arts Division, Hollins Abroad and Modern Languages, the Library, Physical Education, the Symposium, the Critic and the Irish Studies Newsletter.

Mrs. Barbara Meador - The Social Sciences Division, Classics, Philosophy and Religion, Development, Alumnae Relations, Information & Publications, Mailing Services, Treasurer's

Office, Business Office, Cashier's Office, Buildings and Grounds, and the Bookshop.

Dictation by faculty members on dictabelts will be transcribed by Secretarial Services as soon as possible after presentation. Correspondence will have priority over manuscripts, articles, etc.

Duplicator master sheets (purple) should be submitted typed three days in advance of the date required. Offset masters (black) should be submitted typed at least one week in advance of the date required.

A work form, available in the Secretarial Services Office, must be submitted with each work order. Letterheads, forms and cards are usually printed during the summer months. Orders for this type of work are taken in March.

Duplicating Machines

Xerox Machines

There are two Xerox machines in the Secretarial Services Office:

2400 - for one to four copies.
3600 - for five or more copies.

Cost - 5¢ each for first three copies of any single item.
3¢ each for copies four through ten.
1¢ each for copies eleven and above.

Work is charged to the appropriate departmental or personal account.

Ditto Machine

A ditto machine is available at all times in Bradley Hall.

Photo-copy Machines

Library basement - a coin-operated photo-copier at 10¢ each copy.
Mail Room - Available to faculty only at 5¢ a copy.

Student Assistants

Departmental chairmen and the Director of Student Aid and Career Planning handle requests for student assistants, and faculty should discuss their needs for assistance with their departmental chairman.

Scholarship students are given preference for on-campus jobs. However, when a special skill or ability is required, it is possible to employ a student who does not have demonstrated financial need. Additional Federal Work-Study funds make possible employment of a few students during vacation periods for an eight-hour day, five-day work week, as well as ten hours per week during the regular college year. A student will not be paid for more than ten hours per week (roughly forty hours per month) when college is in session without specific and advance approval from the Director of Student Aid and Career Planning.

Employment sheets are sent to the faculty or staff director and to the supervisor (the department or divisional secretary authorized to sign the work record). Each secretary is responsible for maintaining the record of work done by students in her division or department. The hours worked are reported on a daily basis to her and at the end of the month she totals all hours and amounts earned. On the morning of the 1st of each month she turns in the original and one copy of the work form to the Director of Student Aid and Career Planning who reviews and approves each one, and submits them to the Business Office for payment. The Director retains the copy and passes the original on to the Business Office as authorization to pay. The secretary retains one copy for her file to maintain a continuing record of expenditures under the departmental project student work budget.

For the first term of the academic year, the pay rates vary from $1.45 to $1.60 per hour for students paid on an hourly basis. As of February 1, 1971, the base rate will be raised to $1.60 per hour. Students must register in the Student Aid Office before employment in order to receive payment from the Business Office.

Mail Service

A branch United States Post Office is located on the ground floor of Botetourt Hall. Outgoing official college mail should be dispatched through the Mail Room in the basement of Main Building. The Mail Room postage meter seals envelopes automatically, a service available to faculty making official mailings.

Mail leaves the campus at 11 a.m., 3 p.m. and 5 p.m. daily, Monday through Friday. Mail to be metered in the Mail Room must be deposited there by 10:40 a.m., 2:10 p.m. and 4:40 p.m. Unless mail is received before 4:40 p.m., posting on the same day cannot be guaranteed. Since the College Post Office closes at 3 p.m., large mailings which are to be metered should be deposited in the mail room not later than 2:40.

Official mailings of over two hundred items may be sent out under the College's bulk rate permit at a considerable saving. Such mailings should be scheduled in advance with the Mail Room

staff and delivered to them early in the day. In large mailings, foreign and air mail should be separated and designated as such.

Registered, certified and insured mail can be metered for postage, but must first be taken to the Post Office for an official receipt. Faculty are requested not to have their mail forwarded to them through the Mail Room unless they are willing to be charged standard rates. The College does not pay for this service.

The Mail Room provides slots for the receipt of different classes of mail. It will speed the mail if faculty members will sort their outgoing mail according to the established classifications.

On-campus mail, addressed by name and department, is distributed in the departmental boxes in the front of the Post Office lobby. Since most official college mail is sent by this means, it is important that faculty members check their departmental boxes daily. If campus mail deposited in the Mail Room is to be metered, this should be designated. Otherwise, it will be sent through the regular campus mail procedure.

On-campus mail for students may be deposited in a letter box for dormitory mail located at the rear of the Post Office lobby. Such mail should be addressed by name and dormitory room number. Mail deposited before 5 p.m. will be delivered to the dormitories by dinnertime.

Medical Services and Infirmary

The Infirmary is in the charge of the College doctor and registered nurses. The doctor holds office hours on weekdays for students and is available to students for emergencies at other hours.

Because of limitations of space and staff, faculty members or other employees of the College cannot be cared for except in emergencies. The nurses during regular office hours will see any faculty member who wishes to consult briefly, and will prescribe for minor difficulties such as colds. Names of Roanoke doctors are available in the Infirmary for patients for whom treatment by a doctor is considered advisable.

The Infirmary will administer most injections necessary for travel abroad. Arrangements should be made for this during the physician's regular office hours. The charge for each immunization will depend on the cost of the material used.

Each member of the Faculty and Staff is requested to have on record in the Infirmary either a negative tuberculin test or a negative chest X-ray examination no less than three years old.

Package Delivery

Roanoke retail stores and United Parcel deliver packages to the Laundromat located behind West Building. Railway Express delivers to the landing behind the Post Office. Faculty members receiving packages will be notified by inter-office mail, and may pick up packages between 8:30 a.m. and 5 p.m. weekdays.

Publicity and Publications

The Office of Information and Publications, located in the basement of Main Building, maintains an up-to-date file of faculty biographies and pictures for publicity use, and the News Director will assist faculty members with projects which require publicity. Faculty members should keep the office informed of their publications, speeches and other newsworthy activities. The Director of Information and Publications, or the Publications Assistant, will assist faculty members in producing posters, flyers or other publications; all College publications are coordinated in this office.

Discount Purchasing

The Business Office has made arrangements with several local stores and suppliers to obtain discounts on purchases of certain household furnishings and automobile accessories. Details may be obtained from the Business Office.

College Automobile

The College owns an automobile for college business use only. The vehicle should be reserved for use ahead of time in the Business Office which will make a charge of 9 cents per mile against departmental budgets.

Section I

MISCELLANEOUS

Monthly Calendar

At the end of each month the Coordinator of Special Events distributes a printed calendar of all scheduled extracurricular activities for the coming month. As this calendar goes to press somewhat earlier, it is necessary that plans be final by the 15th of the month preceding the month in which the event is scheduled.

Extracurricular Events and Speakers

Faculty or students who wish to schedule events should consult the College calendar book in the office of the Coordinator of Special Events and make application for time and space on printed forms available there. Events may be entered in the calendar book only by the Coordinator and only after they have been considered and approved by the Dean of the College and the Joint Committee on the Extracurriculum, a committee composed of representatives from the student body, the faculty and the administration, set up to supervise and allocate times and spaces for extracurricular activities. When events conflict, the Committee decides the issue or makes recommendations to the President for a decision. In cases where groups are to arrive by bus or in automobiles in sufficient number to raise parking problems, the Business Office should be notified.

Principal meeting rooms and their seating capacities are listed below:

Space	Seating Capacity	Notes
Little Theatre	800	See the Chairman of the Dept. of Drama and Dance
Babcock Auditorium	200	
Bradley Hall	200	
Senior Assembly, Chapel	100	See the Chaplain
Chapel Social Room	25	See the Chaplain-Maximum 60
Chapel Seminar Room	12	See the Chaplain
Meditation Chapel	50	See the Chaplain
Library, McVitty Room	25	See the Librarian
Library, Board Room	22	See the Librarian
Main 106	15	See Director of Admission
Dormitory Living Rooms:		
Main Drawing Room	60	Maximum 125
West Building	35	plus floor

Randolph Hall	20	plus floor
East Building	20	plus floor
Turner Hall	15	plus floor
Carvin House	12	plus floor
Sandusky	8	plus floor
Tinker House Oval Room	25	plus floor

Guest Suite

A guest suite is maintained on campus for visitors to the College. Reservations for the use of this apartment should be made in the office of the Coordinator of Special Events. There is no charge for guests of the College; a fee of $10 per night is made for personal guests.

Bookshop

The Bookshop is located in the basement of Botetourt Hall across from the Post Office. Faculty members receive a 20% discount on Bookshop items and a 10% discount on textbooks. Each semester, letters and textbook order forms are sent to all faculty requesting orders for the following terms. To be assured of receiving textbooks in time for classes, faculty are requested to return their orders by the deadline stated in the letter.

The Bookshop can supply rental regalia necessary for the three required convocations of the year, if notified early. New faculty are asked to place their requests with the Bookshop immediately upon appointment.

Library

The collection of the Fishburn Library number some 115,000 books and bound periodicals, spoken records, and microfilm. It is a selective depository for U.S. Government publications, receiving automatically some 500 different publications of the various federal departments and agencies. The facilities of the Library, including interlibrary loan are, of course, available to faculty members.

While no specific due dates are assigned to materials charged out by faculty members, it is expected that they will return them as soon as they have served the purpose for which they were borrowed. The Library reserves the right to recall materials charged to members of the faculty after a reasonable period of time and upon need of other faculty members or students, and will generally make an annual recall of all materials that have been charged to the same teacher for a year or more. Any faculty member leaving the campus for an

extended period of time should return all materials borrowed from the Library before leaving.

When it is anticipated that specific readings in library books will be assigned to a group of students, the books containing these readings should be placed on reserve in the Library. This will limit their use by individual students to two hour periods or overnight, and insure that all will have a chance to complete the assignments. Lists of reserve books should, if possible, be submitted to the Circulation Department at least two weeks before the beginning of the semester in which use is anticipated. Care should be taken not to make assignments requiring the use of materials the Library does not have, and to make provision for multiple copies of materials which will be used by large numbers of students.

Book ordering procedures and the allocation of budgeted funds for library book purchases vary from department to department. Any faculty member should, however, feel free to suggest the purchase of any materials which would strengthen the collection.

Dining Room

Guests of the College are given dining privileges in the Dining Room. Tickets for their meals may be secured from the Coordinator of Special Events. Faculty members may purchase meal tickets at the Cashier's Office in the basement of the Administration Building.

Automobile Registration

Faculty members should register their cars with the Security Office where they will receive Hollins parking permit stickers, to be affixed to the rear bumper for easy identification by campus security officers in their enforcement of reserved parking areas for faculty.

Faculty Newsletter

The Faculty Newsletter is published and distributed each Thursday to members of the faculty by the Office of the Dean of the College. Items should be limited to one typewritten page in length, and left in the Dean's office by noon on Thursday. Longer items can be duplicated elsewhere and attached to the Newsletter.

Convocations

The opening of the College, Founder's Day and Commencement are

required convocations for all faculty members. Regalia for these events may be rented through the Bookshop.

Offices and Hours

All offices except those noted here are open 8:30 a.m. - 5 p.m., Monday through Friday.

Offices and Hours

Beauty Shop:	Mon. -- Fri.	8:30 a.m. to 5:00 p.m.
	Sat.	9:00 a.m. to 12:00 noon
Bookshop:	Mon. -- Fri.	8:30 a.m. to 4:00 p.m.
Associate Dean for Student Life:	Mon. -- Fri.	8:30 a.m. to 12:00 noon 1:00 p.m. to 5:00 p.m.
Dining Room:	Mon. -- Fri.	7:30 a.m. to 9:15 a.m. 11:30 a.m. to 1:15 p.m. 5:00 p.m. to 6:30 p.m.
	Sat. -- Sun.	8:00 a.m. to 9:00 a.m. 11:30 a.m. to 1:15 p.m. 5:00 p.m. to 6:30 p.m.
Fishburn Library:	Mon. -- Fri.	8:00 a.m. to 11:00 p.m.
	Sat.	8:30 a.m. to 11:00 p.m.
	Sun.	9:00 a.m. to 11:00 p.m.
Hollins College Post Office:	Window:	
	Mon. -- Fri.	9:00 a.m. to 3:00 p.m.
	Sat.	10:00 a.m. to 12:00 noon
	Mail Collected:	
	Mon. -- Fri.	6:15; 8:15; 11:30 a.m. 3:30; 5:00; 8:30 p.m.
	Sun. & Holidays	3:00 p.m.
Infirmary:	Mon. -- Fri.	8:00 a.m. to 8:00 p.m.
	Sat.	9:00 a.m. to 5:00 p.m.
	Sun.	10:00 a.m. to 2:00 p.m. 6:00 p.m. to 8:00 p.m.
College Physician:	Mon. - Fri.	9:00 a.m. to 12:30 p.m.
Laundromat:	Daily	8:30 a.m. to 1:00 a.m.
Presser Hall:	Daily	6:00 a.m. to 11:00 p.m.

Snack Bar:	Mon. -- Fri.	11:30 a.m. to 7:00 p.m.
Counter Service:	Sat.	12:00 noon to 2:30 p.m.
Machine Service:	Daily	7:00 a.m. to 1:00 a.m.
Social Rooms:	Daily	7:00 a.m. to 1:00 a.m.
Student Activities Office:	Daily	9:00 a.m. to 10:00 p.m.
Switchboard:	Daily	7:30 a.m. to 11:30 p.m.

Safety Motor Transit - City Bus

Leaves Roanoke for Hollins	Leaves Hollins for Roanoke
Campbell Ave. at Miller & Rhoads	From duPont Chapel Lot
Monday through Saturday - No Sunday Service	
*6:30 a.m.	7:05 a.m.
8:30 a.m.	9:10 a.m.
12:30 p.m.	1:05 p.m.
2:30 p.m.	3:05 p.m.
4:00 p.m.	4:35 p.m.
5:20 p.m.	5:55 p.m.

*Does not come onto College grounds - stops at Entrance Gate.

Greyhound Bus

Leaves Roanoke for Hollins	Leaves Hollins for Roanoke	(All Greyhound buses must be boarded at highway stop in front of College)
44 Bullitt Avenue, S. E.		
6:45 a.m.	6:45 a.m.	
10:00 a.m.	10:15 a.m.	
12:00 a.m.		
4:45 p.m.	2:40 p.m.	
5:15 p.m.	4:25 p.m.	
7:05 p.m.	7:20 p.m.	
9:15 p.m.		

Leaves Hollins for Lexington, Staunton, Harrisburg, Washington

7:05 a.m.
12:20 p.m.
5:00 p.m.
7:20 p.m.
9:35 p.m.

Leaves Hollins for Clifton Forge, Covington

10:20 a.m.
5:35 p.m.

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